Dear educators,

ACT has sent several emails to DACs and test coordinators from StateTesting@act.org. Emails were sent on 10/25, 11/1 and 11/6. If you are not receiving these emails, please notify jennifer.bell@dpi.wi.gov.

The PearsonAccess^next portal is now available for managing contacts, test participation, and selecting shipping dates for 2018 ACT and WorkKeys testing. The Test Accessibility and Accommodations (TAA) system is now available for submitting ACT accommodations requests. Please begin completing these tasks this month. Details and links to resources are below.

Please also make note that the Aspire testing window is earlier than last year. This means that test administration tasks for Aspire will begin in February and may overlap with the Schedule of Events for ACT. The Aspire Schedule of Events will be posted in early December.

Please see below for additional updates on the ACT suite of assessments:

DACs: Check Test Coordinator (TC) contact information for accuracy – required task for immediate action

Log into the 2018 PearsonAccess^next (PA^next) portal to ensure test coordinator contact information is correct. Follow these steps to update test coordinator contact info if needed:

> (1) Add the individual as a PearsonAccess^next user.
> (2) Then, add them as the Test Coordinator for ACT.
> (3) Change to the WorkKeys section of the site.
> (4) Add the person as the Test Coordinator for WorkKeys.

Be sure to manage contacts in PearsonAccess^next for both the ACT and WorkKeys. Instructions for managing test coordinator contacts for ACT and WorkKeys are available in the PearsonAccess^next User Guide for the ACT and the PearsonAccess^next User Guide for WorkKeys. There can be only one Test Coordinator for each school, but additional PA^next users may be added if needed. **If you are updating test coordinator information, it has to be changed in three places: creating a new user account and manage contact screens for both ACT and WorkKeys.**

- PearsonAccess^next
- *PearsonAccess^next User Guide for the ACT Test*
- *PearsonAccess^next User Guide for ACT WorkKeys*

Test Coordinators: Manage participation and shipping dates – required task – Dec 1 deadline

Follow the "Managing Participation" instructions in the *PearsonAccess^next User Guides*. Enter the required information for both the ACT® test and ACT WorkKeys© by **Friday, December 1**. **Be sure to manage participation in PearsonAccess^next for both the ACT and WorkKeys.** This requires changing the test type in the upper-right corner from ACT 2018 to WORKKEYS 2018 to ensure your participation information is captured for both products.

Resources:
- PearsonAccess^next
- *PearsonAccess^next User Guide for the ACT Test*
- *PearsonAccess^next User Guide for ACT WorkKeys*

Submit ACT Accommodations Requests – required for students needing accommodations – Jan 12 deadline

- School staff can now request ACT-approved accommodations and English Learner supports through the [Test Accessibility and Accommodations (TAA) System](#).
- Staff without access to TAA can request access directly from the [TAA website](#). Schools can have multiple "Test Accommodations Coordinators" in the TAA system.
- The deadline to submit accommodations requests and documentation for ACT is **January 12**.
- If a student has previously approved ACT accommodations, the test coordinator must still manually apply the accommodation to the state test dates in TAA.
- Contact ACT at (800) 553-6244 ext. 1788 or ACTStateAccoms@act.org with accommodations-specific questions.
- Resources:
  - [List of Allowable Accessibility Supports](#)
  - [Quick Start Guide for Requesting Supports](#)
  - [ACT Policy for Accommodations Documentation](#)
  - [ACT Policy for EL Documentation](#)
  - [What You Need to Know about EL Supports on the ACT](#)
  - [TAA User Guide](#)
  - [DPI ACT Accommodations Webpage](#)
  - [DPI EL Supports Webpage](#)

Save the Dates for Test Administration Q&A Training Webinars
ACT and WorkKeys
      Nov 8, 10am   Accommodations
      Nov 30, 2pm   Test Administration #1: Orientation, Configuration, Verification, & Preparation **Register here: https://act.ilinc.com/register/cxhrbjv**
      Jan 18, 2pm   Test Administration #2: Administration, Transportation, & Interpretation
Aspire
      Feb 6, 10am   Technology Readiness
      Feb 8, 10am   Test Administration

Resources for Selecting Your Testing Staff
[Staffing: Roles and Responsibilities](#)
[How To Choose Your Testing Staff](#)

Please bookmark the following important links:
[DPI High School Assessments Webpage](#)
[Wisconsin ACT State Testing website](#)
[PearsonAccess^Next](#) for managing ACT & WorkKeys testing staff contacts, confirming school participation, choosing shipping dates.
[Test Accessibility and Accommodations (TAA) System](#) – for requesting ACT approval for accommodations

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Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk
General: 800-553-6444, ext. 2800
Accommodations: 800-553-6244, ext. 1788
Aspire: 855-730-0400

General Information and Policies
Jennifer Bell
608-267-7268
jennifer.bell@dpi.wi.gov

Student Data
Phil Cranley
608-266-9798
philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues
Duane Dorn
608-267-1069
duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.